



## LASC Building Marshal Program

The **LASC Safety Marshal** program was developed to facilitate the safe evacuation of campus buildings and assist in other emergency response operations. This program is staffed by trained campus employees who work on campus. When an evacuation is necessary, the **Zone/Building/Floor Marshals** are responsible for:

- Assisting in the safe and complete evacuation of campus buildings to Emergency Assembly Points (EAP).
- Assisting the College Sheriff or emergency response personnel in preventing entry to assigned buildings or floors by non-emergency responders until the affected area(s) are deemed safe.
- Reporting injured or trapped persons to Law Enforcement or Fire Department emergency responders and the **LASC Emergency Management Coordinator**.
- Providing emergency First Aid to victims.

**LASC Safety Marshals** are organized in a three-tiered structure with the following roles:

### ZONE MARSHAL

The **Zone Marshal** in consultation with the **LASC Emergency Management Coordinator** is responsible to coordinate non-tactical emergency response operations within their area of responsibility. Specific responsibilities include:

- The coordination of emergency response steps and information dissemination between the **LASC Crisis Action Team or Emergency Operation Center** and assigned **Building and Floor Marshals**.
- Coordinate the recruiting, training and equipping of the **Building and Floor Marshals** within your area
- Maintaining an up-to-date list of **Building and Zone Marshals** in their area of responsibility.
- Ensuring that the **Building and Floor Marshals** regularly inspect their areas of responsibility and equipment for proper emergency response capability.

### BUILDING MARSHAL

The **Building Marshal** is responsible for managing the evacuation of assigned building(s) and ensuring that all information regarding the status of their assigned evacuation area(s) has been reported to the **Zone Marshal**, or in the **Zone Marshal's** absence, to the **LASC Emergency Management Coordinator**.

Once the decision to evacuate is made, the **Building Marshal** will immediately respond to the pre-established **Emergency Assembly Point (EAP)** and take evacuation **Situation Status Reports** from their assigned **Floor Marshals**. If there is no **Floor Marshals** available, the **Building Marshal** will personally coordinate the evacuation of building(s) in their assigned area of responsibility.

The **Building Marshal** will provide timely **Situation Status Reports** to their **Zone Marshal** through the use of runners to the **Zone Marshal** at a pre-designated coordination location. Face-to-face discussion with responding Public Safety officials should also be effected.

The **Building Marshal**, in consultation with the **Zone Marshal**, is also responsible for:

- The coordination of emergency response steps and information dissemination between the **Zone Marshal** and **Floor Marshals**.
- The dissemination of emergency procedure information to faculty, staff and students.
- The ability to assume responsibilities of the **Zone Marshal** in the event that he/she is not available.

### FLOOR MARSHAL

The **Floor Marshal** is responsible for the emergency response steps and to report all information regarding the status of their assignment to the **Building Marshal**, or if necessary to the **Zone Marshal**.

The **Floor Marshal**, in coordination with the **Building Marshal** is also responsible for:

- Assisting in the safe and complete evacuation to pre-designated **Emergency Assembly Points (EAP)**.
- Assisting College Sheriff or emergency response personnel in preventing entry to assigned floors by non-emergency responders until the affected area has been deemed safe.
- Reporting injured or trapped persons to emergency responders and the **Building Marshal**.
- Providing emergency First Aid.